

LEGADMINMAN

CHAPTER 18

STENOTYPE PROGRAM

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CHAPTER 18

STENOTYPE PROGRAM

18000. SCOPE. To set forth information, guidance, and instructions for administering the Marine Corps Stenotype Court-Martial Reporter Program.

18001. BACKGROUND

1. Enlisted members of the Marine Corps, while continuing to draw full pay and allowances may, upon application and selection, be ordered as students to selected civilian schools located in the United States for training in machine shorthand (stenotype) at Government expense.

2. Satisfactory completion of the stenotype course leads to designation as a Legal Services Reporter (Stenotype) (MOS 4429).

18002. SELECTION. A Marine Corps bulletin in the 1510 series announcing the stenotype program and soliciting applications from volunteers from all enlisted occupational fields will be published annually. Upon receipt of all applications, a selection board will be convened by CMC (JA) to consider the applications and to select those for participation in the program.

18003. QUALIFICATIONS. An applicant for the program must possess the following basic qualifications:

1. Be a citizen of the United States;
2. Be a high school graduate;
3. Be a corporal or sergeant at the time of application;
4. Be able to type a minimum of 60 words per minute on a 5-minute typing test;
5. Possess minimum Clerical (CL) and General Technical (GT) scores of 110 each;
6. Have served on continuous active duty for not less than 36 months; and
7. Have sufficient time to complete a 4-year obligated service requirement, following course completion, prior to reaching service limits.

8. Have a minimum of 1 year at a current CONUS duty station at the time of application submission deadline, except for a first term Marine reenlisting less than 90 days prior to the expiration of service. Marines in Western Pacific commands or on deployment who are selected will be ordered to report for schooling after their normal rotation.

18004. APPLICATIONS. Figure 18-1 provides detailed instructions for completing applications for the program.

18005. OBLIGATION UPON ACCEPTANCE

1. A minimum 6-year active service obligation is required for enrollment in this program. Prior to acceptance of orders and prior to actual transfer for enrollment in the stenotype course, selectees must reenlist for a sufficient period of time to meet this minimum obligated service requirement. Such reenlistment must be in the Marine's current MOS, and the Marine is not eligible for any bonus in MOS 4429, or other MOS, under this extension or reenlistment.

2. Termination from stenotype school, for any reason, at any time prior to normal completion of the scheduled course will not negate the aforementioned 6-year active service obligation.

18006. DURATION OF THE STENOTYPE COURSE. This course normally takes eight academic quarters (24 months) to complete. Participants are, however, authorized to remain in a student status for up to 27 months while undergoing training. Student status begins on the date classes start during the year for which selected.

18007. GENERAL INSTRUCTIONS

1. Upon acceptance into this program, and within a reasonable time before classes are to begin, selectees will be transferred by permanent change of station orders to Company A, Headquarters Battalion, HQMC. At the same time, selectees' primary MOS will be changed to Basic Legal Services Marine (MOS 4400) and the former primary MOS will be assigned as the first additional MOS. At all times while enrolled in stenotype school, students are under command of the Commanding Officer, Company A. Daily operational control of the Marine stenotype students vests with CMC (JA-3).

a. During the entire course of instruction, the Marine's primary duty is that of a stenotype student.

b. The Commanding Officer, Company A and CMC (AR) shall not require the stenotype student's participation in command functions;

e.g., Bachelor Enlisted Quarters/HQMC Duty NCO/Assistant Duty NCO, physical fitness test (PFT) monitors, parades, ceremonies, color guards, etc., with the exception of performing the semiannual PFT and the annual Battle Skills Training/Essential Subjects Performance Test.

c. While in this program, enlisted Marine stenotype students are representatives of the Marine Corps. Their conduct, personal appearance, demeanor, life style, and activities as students and citizens reflect not only upon themselves but upon the Marine Corps as well. Each Marine must project an image in both the civilian and military communities which is in keeping with the highest traditions of the Marine Corps. Although civilian clothing may be worn while attending school, Marine Corps grooming standards shall be adhered to at all times. Failure to adhere to these standards may result in removal from the program, in addition to other appropriate administrative or disciplinary actions.

2. A Marine's eligibility for assignment to Government quarters in the Washington, DC area and entitlement to use of exchanges, commissaries, medical, and dental facilities are not affected by participation in this program.

18008. TERMINATION FROM THE STENOTYPE PROGRAM

1. Prior to normal completion of the scheduled stenotype course, a Marine may be terminated from the program by CMC (JA) for deficiency in academic performance, machine shorthand writing skills, conduct, weight control assignment, or for other good cause.

a. Deficiency in academic performance shall include, but is not limited to, receipt of one or more failing grades in required academic subjects.

b. Deficiency in machine shorthand writing skills shall include, but is not limited to, lack of satisfactory progress in attaining the various writing speed levels, and/or inability to complete the course of instruction within the regularly scheduled time.

c. Deficiency in conduct shall include, but is not limited to, conviction by court-martial or civilian court, nonjudicial punishment, or other behavior customarily recognized by the Marine Corps as inconsistent with the high standards of conduct and performance of enlisted Marines and/or the professional standards expected of enlisted legal services personnel.

2. Before a Marine may be terminated from the program, the Marine will be notified in writing of the grounds for termination, and shall be afforded an opportunity to make a written reply within 5 working days of receipt of the notice. Such reply, if made, shall be considered by CMC (JA) in determining whether the Marine shall be

dropped from the program. The grounds for the final decision shall be set forth in writing and a copy thereof provided to the Marine concerned.

3. Marines terminated early from this program will normally be reassigned their former primary MOS, and be assigned to a duty station and billet consistent with the needs of the Marine Corps.

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APPLICATION INSTRUCTIONS

1. Form and Content. Applications shall be submitted on the Administrative Action Form, NAVMC 10274, via the chain of command, to CMC (JA-3). See figure 18-2. Applications must contain the following:

a. Personal information regarding the basic qualifications listed in paragraph 18003. Waivers of any of the basic qualifications may be requested, and will be considered on a case-by-case basis.

b. As enclosures:

(1) Written results of an interview by a stenotype reporter (MOS 4429), if available at the command. A Legal Services Chief (MOS 4421) or a Legal Administrative Officer (MOS 4430) may conduct this interview if a stenotype reporter is not available. The interview must address matters concerning the applicant's self-motivation, maturity, potential for successful completion of the course, and the applicant's full understanding of all aspects of the program.

(2) An official photograph as prescribed by MCO P1070.12J (IRAM).

(3) A signed and witnessed agreement as contained in figure 18-2. These forms may be locally reproduced.

c. Current PFT score to include height, weight and date of PFT.

d. DSN/commercial telephone number where applicant can be reached during normal working hours.

e. Information concerning any musical instrument background to include length and type of formal training.

f. Information concerning receipt of a selective reenlistment bonus for the current enlistment.

g. If stationed overseas, rotation tour date.

2. Command Endorsement. The forwarding endorsement shall certify that the commander has screened applicants to ensure that they:

a. Are financially secure;

b. Are physically and mentally capable of completing this course of instruction, in a civilian environment, without the normal Marine Corps supervision;

Figure 18-1.--Instructions for Submitting Applications for the Stenotype Program.

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- c. Are within Marine Corps weight/body fat standards; and
- d. Have completed all required military training prior to transfer.

3. General Information

a. All applications must be received at HQMC on or before the deadline for submission as set forth in the annual Marine Corps bulletin in the 1510 series announcing the program. Applications received after this deadline will not be considered.

b. Letters of recommendation are unnecessary and are not desired.

c. Upon receipt of each application and initial screening for eligibility, a battery of tests to be administered to applicants will be forwarded to designated testing officers. These tests consist of typing, grammar, vocabulary, punctuation, spelling, effective expression, vowel recognition, reading rate and reading comprehension. The scores achieved on these tests will assist in the selection of those applicants best qualified.

Figure 18-1.--Instructions for Submitting Applications for the
Stenotype Program--Continued.

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AGREEMENT FOR STENOTYPE PROGRAM

1. I, the undersigned, certify that I have read and understand chapter 18 of MCO P5800.16A (LEGADMINMAN) which governs the administration of the Marine Corps Stenotype Program, and am fully aware of all provisions of that chapter and their effect upon me if accepted for the program.

2. In consideration of being allowed to attend stenotype school at Government expense and qualify for designation as a Legal Services Reporter (Stenotype) (MOS 4429), I agree to the following:

FIRST: To comply will all requirements of LEGADMINMAN, chapter 18, while a stenotype student.

SECOND: If selected to attend stenotype school, upon acceptance of orders and prior to actual transfer for enrollment in the school, to reenlist for a sufficient period of time to meet the minimum 6-year active service obligation requirement. Such reenlistment is to be in my current MOS and I am not eligible for any bonus in MOS 4429, or other MOS, under this extension or reenlistment.

THIRD: By accepting orders into this program, during the initial 6-year period of obligated service, I am, for a period of 4 years following graduation from stenotype school, not eligible to apply for any other Marine Corps programs or "B" type billets; e.g., warrant officer, enlisted commissioning, degree completion, drill instructor duty, recruiting duty, etc., that would be inconsistent with performance of duties as a stenotype court reporter.

FOURTH: If in receipt of a selective reenlistment bonus for the current enlistment, I voluntarily agree to recoupment of that percentage of the bonus that represents the unexpired portion of the obligated service for which the bonus was paid.

FIFTH: That my assignment to stenotype school at Government expense may be terminated by CMC (JA) if I am unable or fail to maintain satisfactory grades, am unable or fail to make satisfactory progress in attaining required machine shorthand writing speed levels, or fail to maintain required standards of conduct or performance.

SIXTH: That my assignment to stenotype school at Government expense may be terminated by CMC (JA) for failure to comply with this agreement or when the best interests of the Marine Corps would be served by my termination. Such termination will not occur until I have received written notification and have been given 5 working days to make a statement concerning such termination.

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Signed this ____ day of _____, ____ in the presence of the below witness.

(Signature of Applicant)
Typed Name of Applicant
Typed Grade, SSN, MOS

(Signature of Witness)
Typed Name of Witness
Typed Grade, SSN